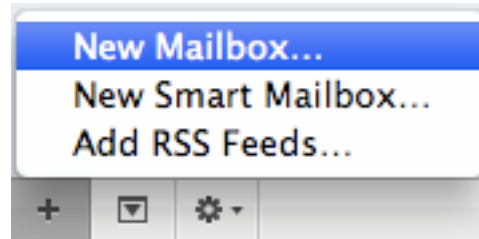
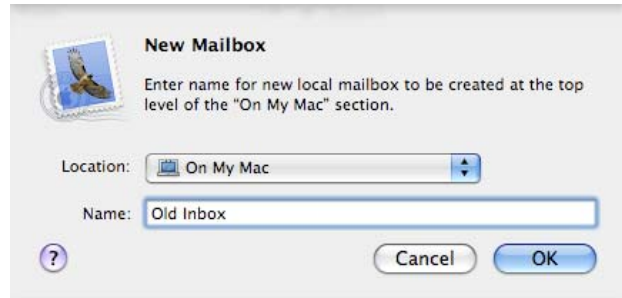


Creating local folders in Mac Mail

1. Choose Mailbox > New Mailbox or click the Add (+) button the bottom of the sidebar, and then choose New Mailbox.



2. Choose "On my Mac" in the Location pop-up menu. Type in a name for the mailbox, and then click OK.



3. The new folder should show up in your sidebar. Hold "alt" or "option" while you drag and drop to put a **copy** of the email(s) into the folder.

NOTE: If you do not hold the "option" key while you drag and drop, the email will be removed from the server, and will only exist in your local folder (i.e., you won't be able to access it from any other computer).